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IN REPLY
REFER TO

DLMSO

MAR 10 1999

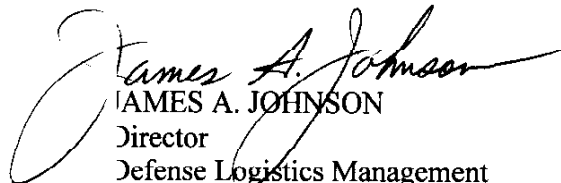
MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Proposed DLMS Change 29, Requisition Priority Designator (PD) Validation
(Supply/MILSTRIP)

We are forwarding the attached proposed change to DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), and DoD 4000.25-M, Defense Logistics Management System (DLMS), for evaluation and submission of a single coordinated Service/Agency position. The interface requirement relating to this proposed change is shown to assist in your internal coordination. However, omission of such a requirement does not relieve you of the responsibility to assure full coordination of the proposal within your Service or Agency.

Request you review the attached proposed change and provide your comments/concurrence to DLMSO not later than 60 days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to the DLMSO point of contact, Ms. Ellen Hilert, DSN 427-0676, (703) 767-0676, or e-mail: ellen_hilert@hq.dla.mil. Others may direct questions to their Service or Agency designated representative.


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment



DISTRIBUTION:

Supply PRC Members:

USA AMCLG-SM/ATCL SAL
USN NAVSUP 4113B/NAVICP 101 01
USAF AFMC/LGIA
CMC LPS-1
DSCA MEAN AP
USCG G-SL
NSA S711
USTRANSCOM TCJ4

DLA DLSC LS/LD
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ADUSD(L)MDM

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Proposed DLMS Change 29

Requisition Priority Designator (PD) Validation

1. ORIGINATOR:

a. Service/Agency: DLMSO

b. Originator:

2. FUNCTIONAL AREA: Supply

3. REQUESTED CHANGE:

a. Title: Requisition Priority Designator (PD) Validation

b. Description of Change: This change provides instructions for use of the PD in the chapter of the manual that specifically discusses preparation of the requisition. (MILSTRIP guidance is currently provided in an appendix.) It clarifies the need for appropriate PD assignment and DAASC validation. It specifically addresses requisitions supporting deployed or off-station F/AD I units.

c. Procedures:

- (1) Revise DoD 4000.25-1-M, May 1, 1987, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Chapter 2, paragraph D.

“D. ~~RESERVED~~ PRIORITY DESIGNATOR (PD) ASSIGNMENT

1. Each requisition will contain a PD assigned by the requisitioning activity. The PD is based upon a combination of factors that relate the relative importance of the requisitioner’s mission, expressed by its Force or Activity Designator (F/AD), and the urgency of need of the end use, expressed by the Urgency of Need Designator (UND). The PD is employed by the supply source to determine the precedence of internal supply processing actions and determine the standard delivery date (SDD). Reference Appendix B14 for specific guidance and special coding instructions.

2. Accurate assignment of the PD is a key element in insuring that potentially scarce resources are appropriately allocated. To preclude abuse or misuse of the PD, the Office of the Secretary of Defense has directed the Defense Automatic Addressing Systems Center (DAASC) to institute validation of the PDs 01, 04, and 11, which are associated with special programs and top national priorities. Inappropriate assignments are identified for management review or automatic downgrading based upon Service/Agency guidance. To pass validation, requisitions reflecting PD 01, 04, or 11 must identify the DoDAAC of the activity authorized use of F/AD I in either the document number or the supplementary address fields. PD 01, 04, or 11 requisitions

which support deployed or off-station units that are authorized F/AD I must reflect the DoDAAC of the unit's home base in order to comply with this guidance."

(2) Incorporate corresponding changes under the DLMS.

d. Alternatives:

(1) In evaluating this proposal, Components should determine whether requisitioning systems are capable of complying with the above guidance for requisitioning support of deployed or off-stations F/AD I units. If constraints prevent the use of the DoDAAC for the deployed unit's home base in the document number or SUPPAD field, Components should determine the feasibility of modifying the requisitioning system or adopting the alternative solution described below. Examples of potential problems within the Component requisitioning system are: (1) use of hard-coded information to construct the requisition document number and SUPPAD which cannot be overridden at time of entry, (2) use of an internal table look-up to validate the DoDAAC entry which would preclude use of the "unknown" DoDAAC, or (3) Component required use of specific separate ship-to and bill-to DoDAACs leaving no place for the deployed unit's home DoDAAC.

(2) Procedures for Alternative Process:

(a) Revise DoD 4000.25-1-M, May 1, 1987, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Chapter 2, paragraph D as above with last sentence revised to read:

"PD 01, 04, or 11 requisitions which support deployed or off-station units that are authorized F/AD I must cite Advice Code 3S when the DoDAAC of the unit's home base is not reflected in the requisition."

(b) Revise MILSTRIP Appendix 15 to add:

| <u>CODE</u> | <u>EXPLANATION</u> |
|--------------------|---|
| 3S | Authorized use of PD 01, 04, or 11 to support deployed or off-station unit. |

4. REASON FOR CHANGE:

- a.** It is important that any issues related to requisitioning procedures for deployed and off-station F/AD I units be resolved without risk to operational readiness. Resolution of these issues must take place prior to implementation of DoD-wide automatic downgrading of improper requisition PDs.

- b. Background:** When a unit is deployed or is off-station, e.g. a downed aircraft located away from its home base, requisitions to support that unit may be submitted by another organization. A requisition supporting a deployed or off-station F/AD I authorized unit may rightly carry the associated PD in the requisition. DAASC validates requisition PDs associated with F/AD I against a table of authorized activity DoDAACs using the DoDAAC in the requisition document number and the SUPPAD (reference Approved DLMS Change 9A with Addendum). Currently, all requisitions citing a PD associated with F/AD I will be processed without interference, however if the DoDAAC used for the DAASC validation process is not present in the requisition it will be highlighted for management review. It is envisioned that the PD validation process may ultimately be strengthened to permit automatic downgrading where unauthorized use is detected. To preclude a future negative impact from downgrading a PD which is properly submitted for a deployed or off-station unit, it is necessary that the requisition be correctly interpreted. To accomplish this, it is proposed that the requisition contain the activity DoDAAC which is authorized F/AD I and is carried on the DAASC validation table. If this is not feasible, it is alternatively proposed that an advice code be used to bypass the edit.

5. ADVANTAGES AND DISADVANTAGES:

- a. Advantages:** This change provides clarification in the appropriate location in the manual. It resolves requisitioning procedures for deployed and off-station units with minimal impact to systems/procedures. This change paves the way for implementation of DoD-wide automatic downgrading of improper requisition PDs.
- b. Disadvantages:** None identified.

6. IMPACT:

- a. Publications:** Revises MILSTRIP and DLMS. Service/Agency publications as applicable.
- b. Systems:** No known systems impact for proposed change. Minimal impact to DAASC and Components for alternative process.
- c. DLMS Transactions Sets:** None